

**TOWN OF WEATHERSFIELD, VERMONT**

**SELECT BOARD**

**Select Board  
Martin Memorial Hall  
5259 Route 5, Ascutney VT  
Monday, April 20, 2020  
7:00 PM  
REGULAR MEETING**

**MINUTES  
APPROVED 5/4/2020**

**Select Board Members Present:** N. John Arrison  
David Fuller  
Joseph Jarvis  
Paul Tillman  
Michael Todd

**Select Board Members Absent:**

**Brandon Gulnick, Town Manager**

**Others Present:**

Mr. Stapleton			
Annmarie Christensen*			

\*Via GoTo Meeting

**1. Call to Order**

Mr. Fuller called the meeting to order at 7:01PM. This meeting was closed to the public in accordance with the orders of the Governor and the CDC guidelines. Public participation was facilitated via the GoTo Meeting video-conferencing platform and conference calling. The number for people to join or call in to the meeting was published on the meeting agenda and on the Town's website. Mr. Gulnick monitored the calls and the video-platform while Mr. Fuller ran the meeting. The meeting was recorded for SAPA TV.

**2. Review minutes from previous meetings –**

No minutes were reviewed.

**3. Comments from Select Board and Town Manager and Citizens on Topics not on the Agenda**

Mr. Arrison said he is cancelling the large gathering fireworks permit and use of the Center Grove scheduled for May 30<sup>th</sup> due to COVID-19. (It will be rescheduled; Mr. Arrison will re-apply at that time.)

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**Motion:** To rescind large gathering fireworks permit and use of the Center Grove for May 30 due to COVID-19.

**Made by:** Mr. Todd      **Second:** Mr. Tillman

**Vote:** one abstention; four in favor

Mr. Fuller said he had received several phone calls in response to a recent newsletter sent to residents. He said he wanted to assure everyone that the Town is aware of the financial difficulties that some are experiencing due to the pandemic. He said the Town is willing to listen and that there are options available. People can call the Town Clerk's office and ask for an appointment with the board of civil authority. Issues will be handled on a case by case basis.

Mr. Fuller assured everyone that the transfer station is not going to close and that the police will come if they are called. The Town is continuing to take care of business in spite of the current circumstances.

There were no comments from citizens.

VTel will provide a free wifi hotspot via a fiber connection at the Perkinsville School as part of a statewide campaign. The service will remain until December 31<sup>st</sup>. It may be up as early as Thursday.

#### **4. State Representative Annmarie Christensen**

Ms. Christensen summarized events at the state house that are in response to the pandemic and the resulting unemployment situation.

#### **5. Town Manager Report**

Mr. Gulnick thanked everyone for their patience and for those who are working hard to keep the Town operating during the pandemic.

The Town's website is being redesigned in response to numerous complaints about its functionality and ease of use. The new site is scheduled to go live on April 27<sup>th</sup>. The web address will remain the same. The old site will be taken offline.

Mr. Gulnick quickly summarized his report from the previous meeting.

In the ensuing two weeks, Mr. Gulnick has continued to address emergency management and COVID-19 related issues; bids were received for ledge materials and roadside mowing; the RFP for waste disposal has been published; work with the Fire district continues and a meeting of the prudential committee has been scheduled; work continues with the fire departments regarding contracts; the new Land Use Administrator is settling in; and emergency planning continues.

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A plan for re-opening Martin Hall will be required when limits are lifted by the Governor.

### **6. Finance Director Report**

Finance Director Darlene Kelly said she had attended a briefing on FEMA reimbursement protocols. She continues to track expenses, though we may not have met the \$3,300 threshold for filing.

The General Fund budget is generally over budget for revenues and under budget for expenditures.

The Highway budget is over in both revenues and expenditures, though there is no immediate concern.

The Solid Waste budget continues to be concern. Ms. Kelly continues to monitor it closely.

### **7. Consider a vote to spend \$35,000 for the purchase of a police cruiser, \$19,750 of which will be used from reserves and \$17,000 of which will be transferred from our fund balance**

**Motion:** To spend \$35,000 for the purchase of a police cruiser, \$19,750 of which is to be used from reserves and \$17,000 of which is to be transferred from the general fund balance.

**Made by:** Mr. Todd    **Second:** Mr. Arrison

Mr. Fuller clarified that \$9,000 from the sale of the department's truck had ended up in the general fund instead of the reserve fund in error. It has since been transferred into the reserve and will go toward the purchase of this cruiser.

There was discussion about which budget this will show up in. It will depend on when the vehicle comes into the Town's possession.

**Vote:** All in favor

### **8. Emergency Management Plan**

**Motion:** To approve the emergency management plan dated 4/20/2020

**Made by:** Mr. Tillman    **Second:** Mr. Todd

Mr. Todd questioned the \$10,000 emergency spending limit. Mr. Stapleton explained that this is intended as a "band-aid" to get through 72 hours until an emergency meeting of the board could be called.

Ms. Kelly stressed the importance of following proper procurement protocols in purchasing during emergencies, as lack of proper procedures will adversely affect FEMA reimbursements.

**Vote:** All in favor

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**9. Consider a vote to award the Ledge Blend Material Contract**

Three bids were received – Pike Industries, St. Pierre, and Cersosimo.

Mr. Stapleton recommended awarding the bid to St. Pierre because he feels they have the best product (it lasts longest on the roads) and they will deliver directly to the grader if needed. Their pick-up price per yard was the lowest of the three bids. He said he only stockpiled enough material to get through the winter to the re-opening of the pits in the spring. The contract for this material will run from now to June 30, 2021.

**Motion:** To award the bid for ledge blend material to St. Pierre in the amount not to exceed \$12.75 per yard picked up (by us) and \$20.25 delivered.

**Made by:** Mr. Todd     **Second:** Mr. Arrison

**Vote:** All in favor

**10. Consider a vote to award the Roadside Mowing Contract**

Two bids were received – Thomas Hersey Construction and Summit Contracting. Mr. Stapleton recommended Summit Contracting (lowest bid). The award will be for a one-year contract.

**Motion:** To award the roadside mowing contract for 1 year to Summit Contracting for a sum not to exceed \$10,000. The specifics of the work to be done are to be defined by the highway superintendent.

**Made by:** Mr. Arrison     **Second:** Mr. Todd

**Vote:** All in favor

**11. Consider a vote to adopt our Local Emergency Management Plan (LEMP)**

(See above.)

**12. Appointments**

**a. Animal Control Officer – Cathy Sullivan**

**Motion:** To name Cathy Sullivan as Animal Control Officer

**Made by:** Mr. Arrison     **Second:** Mr. Tillman

**Vote:** All in favor

**b. Energy Coordinator – Julia Wright**

**Motion:** To appoint Julia Lloyd Wright as our energy coordinator

**Made by:** Mr. Arrison     **Second:** Mr. Jarvis

There was discussion about whether the energy coordinator automatically becomes an ex officio (nonvoting) member of the Planning Commission when appointed or if an additional step is needed to make it so. There was no answer to the question.

**Vote:** All in favor

**c. Town Pound – residence of Cathy Sullivan**

**Motion:** To have the town pound at the residence of Cathy Sullivan in Claremont, NH

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**Made by:** Mr. Todd      **Second:** Mr. Jarvis

**Vote:** All in favor

**d. Tree Warden – Ray Stapleton**

It was agreed that a possible conflict of interest may exist between the tree warden and the highway superintendent and that perhaps one of the Conservation Commission members might better serve the position. The appointment was postponed while Mr. Gulnick inquires with the Commission members.

**13. Description of SB Highway Representative**

Mr. Gulnick and Mr. Arrison have been working on this and would like to continue doing so. No action was taken.

**14. Approve Warrants**

**Motion:** To approve the warrants for 4/20/2020 as follow:

General Funds	Operating Expenses	\$11,627.80
	Payroll	\$14,134.27
Highway Fund	Operating Expenses	\$4,713.25
	Payroll	\$8,326.46
Solid Waste Management Fund		
	Operating Expenses	\$5,421.63
	Payroll	\$1,477.63
Library	Operating Expenses	\$0.00
	Payroll	\$1,799.54
Grants	Operating Expenses	\$0.00
Special Revenue	Operating Expenses	\$0.00
Reserves		\$0.00
Long Term Debt		\$0.00
Grand Totals	Operating Expenses	\$21,762.68
	Payroll	\$25,737.90

**Made by:** Mr. Arrison      **Second:** Mr. Todd

**Vote:** All in favor

**15. Any Other Business**

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Mr. Todd thanked the town employees for their work during these difficult times.  
Mr. Tillman thanked the fire services for continuing their contracts under in recognition of the circumstances.

**16. Adjourn**

**Motion:** To adjourn the meeting

**Made by:** Mr. Todd    **Second:** Mr. Tillman

**Vote:** All in favor

The meeting adjourned at 8:47 PM.

Respectfully submitted,  
*deForest Bearse*

**WEATHERSFIELD SELECTBOARD**

\_\_\_\_\_  
N. John Arrison, Selector

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David Fuller, Chairperson

\_\_\_\_\_  
Joseph Jarvis, Clerk

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Paul Tillman

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Michael Todd, Vice- Chairperson